

**ATTACHMENT 1**  
**APPENDIX A**  
**STATEMENT OF WORK**  
**FOR**  
**“SYSTEMS FURNITURE INSTALLATION”**  
**FEBRUARY 2, 2010**

**1. Description of Work:**

- a. On a 48-hour minimum notice, install National Renewable Energy Laboratory (NREL) owned systems furniture in NREL leased or owned facilities. Typical notification is scheduled one week in advance.
- b. Product is primarily manufactured by Trendway and Steelcase but not limited to those products.
- c. Installation may include use of used and/or new product. Subcontractor may also be required to disassemble product and deliver to NREL warehouse (6800 Joyce Street, Arvada, CO.) or install from NREL warehouse. NREL's warehouse shall be used as a staging area for furniture products.
- d. Subcontractor shall provide to NREL's planning group on-call scheduling and technical installation consulting for overall project planning.
- e. The subcontractor is **not** responsible for electrical connections to building power; this work will be performed by a qualified electrician.
- f. The subcontractor **is** responsible for all electrical connections up to the point of the building connection, including but not limited to installing and wiring power poles, ceiling tile cuts, securing power poles and wire runs internal to panels and lighting. This subcontractor does not wire for communications or data, but must coordinate installations and make appropriate allowances in the installation schedule for the required parts of those installations. If required, the subcontractor must be able to provide a crew of any size necessary to meet NREL's needs.
- g. The subcontractor shall provide a fixed price proposal, using the pre-negotiated rates, to complete the installation as outlined on plans provided by NREL prior to the installation. The price proposal shall reflect the following categories below with the appropriate pre-negotiated rates and shall include the number of labor hours per category including rate, equipment to be used and rate, materials, etc.

- Supervisor
  - Installer's
  - Materials (breakout miscellaneous material as required, provide cost per station or grouping of similar product installed.)
  - Equipment rental costs
- h. The subcontractor shall provide the manpower and equipment necessary to move furniture and small pieces of equipment to accommodate the installation of furniture. When moves of furniture and equipment are necessary, it will be noted on the plans provided by NREL prior to the installation.
- i. The subcontractor shall visit the job site prior to submitting a proposal at no additional cost to NREL.
2. **Location of Work:** See Attachment "A" to this Statement of Work for a list of NREL facilities.
3. **Subcontractor Responsibilities:** The subcontractor is responsible for coordination of all questions, problems or operational conflicts with the subcontract administrator. The subcontractor must designate a contact person who is responsible for advising NREL at all times of their work status. **Requests to work weekends or holidays must be scheduled and approved by the Technical Monitor at least 72 hours in advance. Activities that require interruption of existing services and systems i.e., fire detection, fire protection, security, electrical power, gas, water, sewer, etc., shall be scheduled and approved a minimum of 24 hours in advance.** Any work that requires entry to a laboratory space shall be coordinated with that lab's Building Area Engineer (BAE) and the Technical Monitor (TM) a minimum of 24 hours in advance of the work.
- At least two of the subcontractor's employees shall be issued picture badges and attend the appropriate orientation sessions to become aware of NREL's safety and security processes.
4. **Working Hours:** Working hours at NREL are 8:00 a.m. to 5:00 p.m., Monday through Friday, except NREL holidays. Contractor personnel are not allowed on site during non-working hours unless arrangements have been made with the Subcontract Administrator. When subcontractor personnel are approved to work during other than normal working hours the NREL Security Desk must be advised, telephone number (303) 384-6811.

## **ATTACHMENT A**

### **NREL BUILDINGS**

#### **NREL LEASED BUILDINGS**

- Joyce Street Facility (JSF), 6800 Joyce Street, Arvada CO 80007 – **FURNITURE STORAGE FACILITY**
- Denver West Building's 3, 7, 15, 16, 17, Cole Blvd., Golden CO 80401
- Denver West Building 52, Denver West Parkway, Golden CO 80401
- Golden Hill Office Park, 12600 West Colfax, Suites B-200 & C-100, Lakewood CO

#### **NREL BUILDINGS - SOUTH TABLE MOUNTAIN SITE, MESA TOP, AND NWTC**

- Facilities Building, 16263 Denver West Parkway, Golden CO 80401
- Field Test Laboratory (FTLB), 15523 Denver West Parkway, Golden CO 80401
- Mesa Top, 2054 Quaker St., Golden CO 80401
- Outdoor Test Facility (OTF) and Trailer, 15883 & 15873 Denver West Parkway, Golden
- Research Support Facilities (RSF), 15033 Denver West Parkway, Golden CO 80401 –SUMMER 2010
- RTD Refueling Fac., 1980 W31st, Denver CO 80216
- Solar Energy Research Facility (SERF), 15313 Denver West Parkway, Golden CO 80401
- Shipping/Receiving, 16253 Denver West Parkway, Golden CO 80401
- Site Entrance Bldg., 15003 Denver West Parkway, Golden CO 80401
- Science & Technology Facility (S&TF), 15253 Denver West Parkway, Golden CO 80401
- Thermal Test Facility (TTF), 15973 Denver West Parkway, Golden CO 80401
- Visitor Center, 15013 Denver West Parkway, Golden CO 80401
- Alternative Fuels User Facility (AFUF), 16173 Denver West Parkway, Golden CO 80401
- Bulk Storage, 16273 Denver West Parkway, Golden CO 80401

**National Wind Technology Center (NWTC) 18200 Highway 128, Golden CO 80403**